

Report for Week Ending 26 September 1956
from
FORMS MANAGEMENT BRANCH

General Information

25X1A9a Telephone Inquiries on the Authorized Overseas use of Agency Forms
[REDACTED] - Handled four telephonic inquiries from SD/OL.

25X1A9a Forms Control File [REDACTED] - All of the 5" x 8" visible cards in this
25X1A6a file have now been posted with appropriate entries indicating the scope of
use of each Agency form. Notations include: Headquarters only (H/O),
[REDACTED] and Overseas (O/S). These cards also carry notations
reflecting the authority for such postings.

25X1A9a Functional Forms File [REDACTED] - Currently active forms which have been
missing from the functional Forms File are now practically all supplied.

25X1A9a Reproduction Overseas [REDACTED] - Two memoranda from Station No. 731
were received through the Supply Division. Each memorandum had as an
attachment a list of forms on which permission was requested for overseas
printing. Local reproduction was authorized on all but two specialty-type
forms. 25X1A9a

Form Contract [REDACTED] - Award is still pending.

COMPLETED ACTIONS SUMMARY

TYPE	DD/I	DD/P	DD/S	STOCK	TOTAL	NO. OF COPIES
New	-	2	11	-	13	27,850
Revision	-	-	3	1	4	56,120
Reprint	-	2	10	2	14	58,500
Total	-	4	24	3	31	142,470

Redesignated - 2
Obsolete - 4

PENDING ACTIONS SUMMARY

TYPE	DD/I	DD/P	DD/S	STOCK	TOTAL
New	-	1	9	1	11
Revision	1	3	2	3	9
Reprint	-	1	-	8	9
Total	1	5	11	12	29

[REDACTED]

25X1A9a

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